

## AGREEMENT BILLING – FLAT RATE

- Done with all the setup – now we can generate a bill.
- Click on “Generate Bills” button.
- Decide whether to use direct or flat rate charging.
- Let’s use a flat rate for this example:
  1. Select “Flat rate” radio button
  2. Decide many ways we are splitting dollar allocation amounts – will divide amounts by that number. (1-12).
  3. Enter Quarter/Period for this Bill.
  4. Enter Start and End dates (freeform - not verified with quarter #).
  5. Click “Continue”

The screenshot shows a 'Select Billing Method' dialog box. It contains fields for 'Agreement Number', 'Accounting Code', and 'Cooperator'. There are two radio buttons: 'Direct Charging(use Ledger entries)' and 'Flat rate or manual entry of bill amounts'. The 'Flat rate' option is selected. Below it, there is a text field for 'Split flat rate bills evenly' with the value '4' and the text 'ways'. There are also two date fields: 'Billing Start Date' with the value '10/01/2005' and 'Billing End Date' with the value '12/31/2005'. At the bottom are 'Continue' and 'Cancel' buttons. Annotations with arrows point to the 'Flat Rate Radio Button', the '4' in the split field, the date fields, and the 'Continue' button.

Select Billing Method

To generate a bill, select how you want the bill to be generated:

Agreement Number: 06- 7226- 4301- RA  
Accounting Code: 6737226018  
Cooperator: US Department of the Interior

☐ Direct Charging(use Ledger entries)  
☒ Flat rate or manual entry of bill amounts  
--> Split flat rate bills evenly

Process Bill for Quarter Period \*

Billing Start Date \*  
mm/dd/yyyy  
10/01/2005

Billing End Date \*  
mm/dd/yyyy  
12/31/2005

Continue Cancel

Flat Rate Radio Button

Split number

Time period information

- Allows categorization of BOC ranges so bill lines are displayed as a name instead of BOC numbers.
- Bill categories are ORGN based – different categories for each ORGN.
- Bill Categories list page can be reached from “Spending & Collection” tab under “View Bill Categories” menu option.
  - Must be an Administrator to view or edit these pages.

acms  
APHS Cost Management System

Welcome ACMS Admin [Help] [Logout]

Home Spending & Collections Reconciliation & Analysis Reporting Application Maintenance

Reports: Status of Funds Strategic Funds Allocations Employees Agreements

Spending & Collections

Bill Category List

Specify an ORGN and the bill categories associated with that ORGN will be displayed below. To edit a bill category use the edit icon provided in the actions column. Click Add New Bill Category to add a new bill category for a particular ORGN.

ORGN: 1001 Search

2 items found.

New Bill Category

ID	Name	Status	Action
110822	Salaries	Active	
137253	Travel	Active	

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Welcome ACMS Admin [Help] [Logout]

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Spending & Collections

Bill Category

\* Indicates a required field

Enter Bill Category data.

ORGN: 1001

Name: Travel

Status: Active

Group Line Number	Start BOC	End BOC
1	5100	5240
2		
3		
4		
5		

“Select Bill Categories” screen allows you to:  
 Verify and edit the amounts billed to any category.  
 Amounts and categories take from Dollar Allocation screen.  
 Verify and edit the Admin charges  
 Select order that categories will appear on bill.  
 Create custom groups from the listed categories.

Edit amounts / admin charges

**Select Bill Categories**

Use this page to select what categories you want to display on the bill. You may combine categories into user-defined groups and then give a category name to that group which will appear on the bill.

**Agreement Number:** 06- 7226- 4301- RA  
**Accounting Code:** 6737226016  
**Cooperator:** US Department of the Interior

Standard Categories	Amount	Grouping	Sort Order on Bill
Benefits	\$ 500.00	Show as separate line item	1
Salaries	\$ 1275.00	Show as separate line item	2
Training	\$ 475.00	Show as separate line item	3
Additional Account	\$ 0.00	Show as separate line item	4
Administrative Charge	\$ 250.00	Show as separate line item	5

User-Defined Group Categories	Category Name	Total Group Amount	Sort Order on Bill
Group 1	<input type="text"/>	\$0.00	6
Group 2	<input type="text"/>	\$0.00	7
Group 3	<input type="text"/>	\$0.00	8
Group 4	<input type="text"/>	\$0.00	9

**Total of bill:** \$2500.00

Categories taken from Dollar Allocation

Display order

Custom display groups

To create custom categories:

In the "Grouping" dropdown, select a group number.

Enter "Category Name" for selected group number.

Enter order desired.

Click "Save"

In this example, "Benefits" and "Salary" are grouped into one custom "Salaries and Benefits" group.

Select Bill Categories

Use this page to select what categories you want to display on the bill. You may combine categories into user-defined groups and then give a category name to that group which will appear on the bill.

Agreement Number: 06- 7226- 4301- RA  
Accounting Code: 6737226018  
Cooperator: US Department of the Interior

Standard Categories	Amount	Grouping	Sort Order on Bill
Benefits	\$ 500.00	Part of Group 1	1
Salaries	\$ 1275.00	Part of Group 1	2
Training	\$ 475.00	Don't show (and don't bill for) Show as separate line item	3
Additional Account	\$ 0.00	Part of Group 1	4
Administrative Charge	\$ 250.00	Part of Group 2 Part of Group 3 Part of Group 4	5

1. Select group number


User-Defined Group Categories	Category Name	Total Group Amount	Sort Order on Bill
Group 1	Salaries & Benefits	\$1775.00	6
Group 2		\$0.00	7
Group 3		\$0.00	8
Group 4		\$0.00	9
Total of bill:	\$2500.00		

2. Enter category name

3. Enter desired order

Save Cancel

Last entry page: Free form text that is displayed on bill.  
Billing Date: Defaults to today's date, but can predate it.  
Dates of Service: Free form text.  
Special message to vendor: Schmooze box  
Click "Continue" when done.

**Billing Date and Comments** 

To specify the billing date and enter additional information such as comments, fill in the fields below and click save to save the information.

<b>Agreement Number:</b>	06- 9879- 98798- RA
<b>Accounting Code:</b>	5046001000
<b>Cooperator:</b>	Akron-Canton Regional Airport
<b>Billing Date * :</b>	<input type="text" value="04/14/2006"/>
<b>Dates of Service:</b>	<div><div></div><div>▲▼</div></div>
<b>Special message to vendor (will show up on bottom of bill):</b>	<div><div></div><div>▲▼</div></div>

"Bill Report" page: Bill is complete.  
Click on "View Bill Report" link to view copy of bill.  
Click "Back" button on bottom to return to billing section.

The screenshot shows the 'acms' (APHIS Cost Management System) interface. At the top, a navigation bar includes links for Home, Spending & Collections, Reconciliation & Analysis, Reporting, and Application Maintenance. A 'Welcome Alex Kira' message with 'Help' and 'Logout' links is in the top right. Below the navigation bar, a 'Reports' section lists links for Status of Funds, Strategic Funds, Allocations, Employees, and Agreements. To the right of this is a 'Spending & Collections' icon and label. The main content area is titled 'Bill Report' and contains the text: 'Your bill has been generated. Please click the View Bill Report link below to see your bill. Click the Back button to go to the List Bills page for a list of bills for this agreement.' Below this text is a table with the following data:

<b>Agreement Number:</b>	06- 7226- 4301- RA
<b>Accounting Code:</b>	6737226018
<b>Cooperator:</b>	US Department of the Interior
<b>Bill Number:</b>	7226-6007

Below the table, there is a blue 'View Bill Report' link and a 'Back' button. Annotations include an oval around the 'View Bill Report' link with an arrow pointing to a box labeled 'Bill Report Link', and an oval around the 'Back' button with an arrow pointing to a box labeled 'Back to Billing section.'

Bill Complete!

http://mdrdbrios10:8080/Hyperion/ihml/Request?DocUID=0000010c8f6b3525-0000-0404-c7847027&DocI - Microsoft Internet Explorer

File Edit Go To Favorites Help

Back Forward Stop Home Search Favorites

Address http://mdrdbrios10:8080/Hyperion/ihml/Request?DocUID=0000010c8f6b3525-0000-0404-c7847027&DocInstanceID=1&SectionName=BILLPAY\_RPT&StatusI Go Links

Save a Copy Search Select 68% Sign

**USDA** United States Department of Agriculture Animal and Plant Health Inspection Service W6 1200 Constitution Ave Washington, DC, 20020

**BILL FOR COLLECTION**

COOPERATOR	Bill Number	Vendor Code	Agreement No.
USDA Graduate School 820 Main Campus Dr Raleigh, NC 27614 Venusville	7220-6001		06-7220-6001-AA

Billing Date	Payment Due
07/20/2006	08/19/2006

DESCRIPTION	AMOUNT
Additional Account	\$0.00
Program Support	\$1,260.00
Salaries/Benefits	\$2,600.00
Shipping	\$1,260.00
	\$5,000.00

ACCOUNT SUMMARY	
For internal use only	6737226009 \$3,760.00
	\$0.00
	6737226009 \$1,260.00
<b>TOTAL</b>	<b>\$5,000.00</b>

**NEW INFORMATION ABOUT HOW TO PAY**

Please Remit: USDA, APHIS  
Payment within 30 Days to: PO Box 979043  
St. Louis, MO 63197-9000

Make Checks payable to: USDA, APHIS  
Payments must include a copy of this bill. Please write your Bill No or Vendor Code on your check.  
To pay with credit card (Visa, MasterCard, American Express or Discover), please call the Accts. Receivable helpline at 1-877-777-2128  
For questions about your bill, please contact:  
Amanda Bennett 919-955-7203

In accordance with the Debt Collection Improvement Act of 1996 invoices issued by USDA, APHIS are due and payable within 30 days. Payments not received by the due date are subject to late payment charges assessed at the rate established by the Dept of Treasury (31 USC 3717).

For overnight delivery send payment to:  
USDA, APHIS  
Attn: PO Box 979043  
1006 Convention Plaza  
St. Louis, MO 63197-9000 Telephone: 314-418-6636

☐ Cooperator Copy ☐ Remittance Copy ☐ State office copy/Fax to ART

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Start | Christie M Evans - In... | ACMS | acmsUserManual - Mi... | 2 Internet Explorer | 9:15 AM